

15 November 1974

Mr. Jay I. Leanse, Executive Director
President's Commission on Personnel Interchange
1900 E Street, N.W.
Washington, D.C. 20415

Dear Mr. Leanse:

In response to your request dated 30 September 1974
to Mr. Fred W. M. Janney, Director of Personnel, I am
pleased to forward two copies of our Agency seal (plaque
style).

Sincerely,

(SIGNED)

Alfonso Rodriguez
Director of Training

Enclosures (2)

STATINTL

ES-TSB: [REDACTED] maq (4 Nov 74)

Distribution:

Orig - Adse w/Encls (by hand)

1 - D/Pers

1 - D/L

2 - DTR

1 - SRS/TR/Log

2 - ES-TSB w/background

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PRESIDENT'S COMMISSION ON
PERSONNEL INTERCHANGE
1900 E STREET NW.
WASHINGTON, D.C. 20415

OFFICIAL BUSINESS
PENALTY FOR PRIVATE USE, \$300

POSTAGE AND FEES PAID
U.S. CIVIL SERVICE COMMISSION



Mr. F. W. M. Janney
Director of Personnel
Central Intelligence Agency
Washington, D.C. 20505

STOP 64

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1 October 1974

25X1A

25X1A

I received a telephone call from one of the girls in [REDACTED] office this morning referring a request to OTR for handling.

25X1A

[REDACTED] received a telephone call from a Ms. Carol Cira of the President's Commission on Personnel Interchange. It seems they would like two copies of the Agency seal for display purposes.

25X1A

[REDACTED] office asked that we deal direct with Ms. Cira (tel: 632-6834).

I should appreciate your guidance.

25X1A

25X1A

M
[REDACTED] in OP Contrals the
seals for the O/Pers. I imagine
he will want a memo request
from the Pres. Com. Suggest you
Call Pres. Com. [REDACTED]
reg. [REDACTED] 10-1- TELETYPE UNIT
THEY WILL HANDLE

☐ UNCLASSIFIED

☐ INTERNAL

☐ CONFIDENTIAL

☐ SECRET

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

Executive Assistant to the
Director of Personnel

EXTENSION

6825

NO.

DATE

9 OCT 1974

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Director of Logistics
1206 Ames Bldg.

10-10-74

AL

2.

3. *LSD - 3830 Hays

ATTN: [REDACTED]

10-15-74

[REDACTED]

4.

25X1A

5.

C/BSB - Attn: [REDACTED]

10/16

6.

Personnel telecon. tomorrow, when I received the memo I rec'd it for two (2) [REDACTED]

8.

9.

10.

Call [REDACTED]

11.

207K

12.

Pickup Plaque

13.

14.

15.

As you know, upon approval of this type of request, we forward to the Director of Logistics, who issues the Plaque to the requestor. In this instance, the Office of Training has primary responsibility for liaison and monitoring the Personnel Interchange Program. [REDACTED] the Deputy Director of Training, is knowledgeable of this request.

25X1A

Executive Assistant to the
Director of Personnel

25X1A

Tom, please telecon pls [REDACTED] gets a plaque to satisfy this request

25X1A

25X1A

PLS SEND TO

DEPUTY DIRECTOR, TRAINING

1026 E 45063

25X1A

FORM 3-62

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USE ONLY

UNCLASSIFIED